

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**WORK SESSION MINUTES**  
**2:00 p.m., Tuesday, September 15, 2020**

The meeting occurred in the Ryals Room at the Rawlings Library with an interactive public session in abundance with social distancing guidelines hosted in the InfoZone Theater at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

**I. CALL TO ORDER AND ROLL CALL**

Doreen Martinez, President was detained so Stephanie Garcia, Vice President called the meeting to order at 2:00 p.m.

Board Members Present:	Doreen Martinez, President Marlene Bregar Lyndell Gairaud Phil Mancha Fredrik Quintana Stephanie Garcia, Vice President Dustin Hodge	via Google Meets via Google Meets
Attorney Present:	Bart Miller, Collins Cockrel & Cole	via Google Meets
Staff & Guests Present:	Jon Walker, Executive Director Sherri Baca, Associate Executive Director Terri Daly, Director of Human Resources Rose Jubert, Executive Assistant Andy Nielsen, Principal Design Architect (AMD)	via Google Meets

**II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA**

Jon Walker

Mr. Walker reported that there were no corrections or modifications to the agenda.

**III. WORK SESSION DISCUSSION ITEMS**

**A. Library Board Secretary**

The Trustees will discuss appointing Rose Jubert, Executive Assistant, to serve as the Secretary to the Library District Board of Trustees.

Mr. Walker welcomed Rose Jubert, Executive Assistant to the meeting. Mr. Walker share that Rose joined the team earlier in the month and that she comes to the Library District with a great background.

Mr. Walker said that normal protocol is for the Trustees to take action at the regular meeting and to appoint the Executive Assistant, who is Rose, as the Secretary to the Library Board of Trustees. Mr. Walker commented that Gloria Madrill had been serving in this role in an interim capacity. He also shared that Doreen Martinez, President to the Board, made arrangements to have flowers sent to Gloria as a thanks.

Mr. Walker recommended to the Trustees to consider setting an action item for the meeting next week to appoint Rose Jubert as Secretary to the Board of Trustees.

Ms. Garcia agreed to have the appointment of Rose Jubert as Secretary to the Board of Trustees as an action item on the Regular Board agenda.

**B. Healthy Workplace Families Act Policy Recommendation**

Terri Daly, Human Resources Director, will present a recommended update to PCCLD employee policies in order to align the district with Colorado's new Healthy Workplace Families Act.

Ms. Garcia introduced Terri Daly, Director of Human Resources and stated that Ms. Daly would be presenting a recommendation to the Board regarding an employee policy in order that aligns the Library District with the Colorado Healthy Workplace Families Act.

Ms. Daly shared her screen and showed Agenda Item III B – Proposed Sick Leave Policy. She stated that the purpose of her presentation was to revisit what she presented at last month's Board Work Session and was in regards to the Colorado Healthy Families Workplace Act.

Overview of the Healthy Workplace Families Act Policy was presented.

- Signed on 7/14/20 – Effective January 1, 2021
- Applies to both private and public employers, excluding only the federal government.
- Employers must offer 1 hour of "paid sick leave" for every 30 hours an employee works.
- Paid Sick Leave is capped at 48 hours accrued and used in a 12-month period
- Sick Leave does not need to be paid out when an employee leaves the organization.
- If an employee is rehired within a six-month period, accrued sick leave must be reinstated.
- Notification to employees is required in the form of a Labor poster provided by the Colorado Department of Labor and Employment.

Ms. Daly informed everyone that here is a new law that was signed into effect with the State of Colorado with regard to Paid Sick Leave. Currently, most of the Library District employees are in compliance with this new law. There are a few, such as substitutes, who are not in compliance. In order to bring these employees into compliance Ms. Daly revised the sick leave policy and was presenting to the board these changes and her recommendations.

**Proposed Sick Leave Policy**

Ms. Daly clarified with the Board that items that were struck through were items that would either be omitted or changed and the items highlighted in yellow were the proposed recommended changes.

Ms. Daly referenced the second paragraph change in regards to who is eligible for sick leave. Under the new law sick leave doesn't just apply to regular employees it applies to all employees which includes substitutes.

**Use of Sick Leave Benefits - changes to the current policy**

***Mental Illness***

Ms. Daly said that quite a bit has been added to the paid sick leave policy in regard to mental illness, the law now stresses the mental component of illness as well as the physical component.

***Domestic Abuse or Domestic Harassment***

Ms. Daly shared that the library does have a separate domestic abuse/harassment policy and it is a little more comprehensive. The Library's current policy indicates that someone that is suffering from domestic abuse or harassment can use vacation leave or personal time as well as sick time, this policy

will stay as is but Ms. Daly will add the following bullet point, “the employee or the employee’s family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation” to the revision of the sick leave policy.

#### Public Health Emergency

Ms. Daly shared that in the event of a public health emergency, where public officials have closed either the employee’s place of business, school or place of childcare requiring the employee to stay at home. The employee could also use this sick leave benefit.

#### Absence – 4 or more days

Ms. Daly shared that the current policy indicates that after 3 or more consecutive absences an employee may qualify for leave under the Family Medical Leave Act and depending on the circumstances, the employee may be asked to provide a fit to return to work note from their doctor. The new law states, 4 instead of 3 consecutive absences. Ms. Daly has made the change to reflect 4 days instead of 3 days.

#### Maximum Accumulation of Sick Leave

Ms. Daly shared that unused sick leave benefits are allowed to accumulate up to 960 hours for full-time employees and a pro rata amount for part-time employees. Ms. Daly did add a sentence, “for part-time employees whose standard hours are fewer than 20 per week, the maximum accumulation is capped at 48 hours”, this is consistent with the new law.

#### Separation of Employment

Ms. Daly added one important change and that is; “should an employee return to the District within six-month period after they separate, their accrued sick leave will be reinstated”.

Ms. Daly stated an additional sentence, in the event of a public health emergency additional rules may apply. She said that the changes were all pretty straight forward.

Ms. Daly asked that the Board recommend this policy at the next regular session.

#### QUESTIONS

##### Marlene Bregar

Ms. Bregar questioned if the sentence that read, “In the event of an absence of four or more days”, if it should include the word, “consecutive” to read, In the event of an absence of four or more consecutive days.

Terri Daly – Ms. Daly said that she would check on the verbiage and make changes if needed.

Jon Walker – Mr. Walker emphasized that the goal is to have the policy adopted before the end of the year to comply with the new law that goes into effect January 1<sup>st</sup>. He stated that we can go back and get clarity on the question that Marlene has brought up to bring to the next Work Session that would delay action until October. Or if they wanted clarification to be brought to the Board meeting next week with any language change based upon Employers Council’s recommendation.

Marlene Bregar – Ms. Bregar felt that since it was a minor change it could be put on the upcoming Regular Board Meeting agenda.

##### Doreen Martinez, President joined the meeting.

Ms. Martinez agreed with Marlene and felt that it should be set as an action item for next regularly scheduled Board meeting. Ms. Martinez said that if there was any further discussion at that time we know that there is enough time to make changes and bring it back; but if there is clarification the Board will be ready to vote if necessary. She stated that this will be set as an action item for the Regular Board Meeting. Ms. Martinez thanked Terri for her presentation

Phil Mancha – Mr. Mancha questioned the wording, “within 6 months of separation”. He stated that some months are 28 days some are 30, some are 31 so this wording could mean different things to different people. He indicated that it could be deemed as unfair and thought that we needed to say what month so that the same number of days would be calculated.

Jon Walker - Mr. Walker thought it was a good point. Ms. Daly will get clarification from the Employers Council and will bring back the clarification to next week's Regular Board Meeting.

Doreen Martinez – Ms. Martinez joined the meeting and thanked everyone for being patient with her since she was a little late. Ms. Martinez wanted to move back to Item A. and welcomed Rose to her new position at PCCLD. Ms. Martinez thanked Rose and commented that they all look forward to working with her and are very excited to have her on board.

### **C. Rawlings Library Renovation Program Report**

Andy Nielsen, Principal Design Architect (AMD), will provide a review of the Rawlings Library program report.

Doreen Martinez – Andy Nielsen, Principal Design Architect with AMD will provide a review of the Rawlings Library program report.

Andy Nielsen – Power point presentation was presented by Mr. Nielsen.

Project started the beginning of July, 2020.

Mr. Nielsen shared that he going to first go over some of the Project Goals that will be used to build and evolve the design of the project. He stated he would then go over the Background, Schedule, Budget and then give a Project Concept Review of each floor. He shared that the project is at the completion of the Program Concept Phase which was the first step in the process the presentation will then move to next steps and finally questions.

#### Project Goals

The project goals are broken down into 2 different parts, Over Arching Project Goals and Functional Project Goals

#### *Over Arching Project Goals*

Mr. Nielsen said that these goals include; things we heard about from the Hearing Committee and the staff and things that we want to continue to think about.

Some of the key points of the conversations included:

- Respecting the artistic architectural and poetic intent of the original design.
- Make the building flow seamlessly as a public library.
- Create distinct, legible spaces for the various collections.
- Leverage the NEH grant regarding historical treasures housed at the library.
- Develop an imaginative and engaging multi-generational family and children's experience.
- Be respectful of the project budget. This is certainly something that will be done throughout the course of the process.

#### *Functional Project Goals*

Mr. Nielsen reviewed the following goals.

- Improvement of vehicle and pedestrian access to the front door.
- Development of an outdoor park-like venue.
- Create an in-building drive up book drop.
- Provide an enhanced maker space.
- Expand the public meeting capacity.
- Create an exhibit focus on Level I.
- Provide a barista served café to activate Level I.
- Consolidate physical collections for all ages in the different wings of Level II.
- Upgrade Level III to reinforce Rawlings' archival commitment and the local history focus.
- Create an enhanced events space that could be considered the pre-eminent venue in the city for events.

These are the goals that will be worked on, this goals will continue to be confirmed and will evolve as the course of the project proceeds.

### Project Background – Understanding the Origins of Rawlings

Mr. Nielsen and his team, Anderson Mason Dale Architects are working with HBM Architects an interior designer out of Cleveland. Mr. Nielsen presented a slide that showed Antoine Preedock, the original architect and him 20 years ago as they were working on a collage of ideas about the Pueblo community that became the cultural template for the original Rawlings Library. Quote by Antoine Preedock was shown, “If I had to summarize my design philosophy in one sentence, it would be: Develop a deep understanding of place - the people who inhabit it and its physicality - and express it as a poetic/artistic encounter”.

Mr. Nielsen shared that when Antoine engaged this project originally, his idea was to really deeply engage Pueblo, not just in its current circumstance 20 years ago but through its entire history and to find a way to give it some way to anew the project with that understanding that would make it a more powerful statement and an enduring building for the community.

### *Cultural Snapshot of 2001*

Collage was show on the screen.

Mr. Nielsen commented that the collage was created by a group of people from the community who, at an open Stakeholders meeting, brought in quotes and images that were important to them. That resulted in the rendered version of the building you see today.

### *Cultural Snapshot 2019*

Mr. Nielson said that the original collage was revisited by HBM and other collaborators in 2019 and a master vision plan led to a new cultural snapshot.

Mr. Nielsen shared that the team is currently putting together the institutional knowledge from 20 years ago with the institutional knowledge from last year and that is what they are going to use to take the project forward.

Part of the 2019 effort was creating design options. So, it is not like we are starting in July of 2020 from scratch, there was a whole series of design options explored that lead to a preferred option.

The current design option, “Preferred Option 2019, was shown on the screen. This option became the spring board for the July start.

### Schedule

Mr. Nielsen showed the Preliminary Design and Construction Schedule slide to everyone.

The Pre-Design –Program/Concept Confirmation phase has been completed and they are starting the Schematic Design Phase. The initial thoughts were that it would be a 21-month construction schedule but after talking with the contractors it could be closer to a 12-month construction schedule. Meaning the building would be delivered by August 2022.

### Budget

*Total Project Budget - \$10,000,000*

-Contingency - \$1,000,000 - Andy felt this is an appropriate level of contingency at this point.

-Hard Costs - \$7,700,000

-Soft Costs - \$1,300,000

Mr. Nielsen shared as it stands right now, everything is very preliminary because they haven’t received input from the general contractor who will be brought on soon but from their internal estimating believe they have a path to align the project with the budget. Mr. Nielsen stated that the budget plan could potentially involve some trade-offs but we will continue to work with the Steering Committee on those issues.

### Program/Concept Review

Mr. Nielsen said that over the course of 4 workshops with the Steering Committee, the Master Vision plans were revisited and refined and current plans will continue to evolve in the Schematic Design Plan.

### *Mobility Plaza*

Mr. Nielsen share that the vision of the Mobility Plaza is to create a mixed environment of pedestrians and vehicles that will provide a safe and convenient access to the main entrance.

### *In-building Drive-up Book Drop*

This plan will provide safe, convenient access for book returns. It will be located on Bates Lane towards Church Street.

### *Outdoor Event Venue*

This improvement will be located under the existing bridge and would offer up a park-like venue with a stage for outdoor events. This is pending confirmation that this improvement can be aligned with the budget and approved by the City.

### *Lower Level*

Mr. Nielsen shared that not much needs to be done on the Lower Level as it is functioning well. The level will be reconfigured to accommodate an Automated Material Handling (AMH) sorter to support the drive-up book return.

### *Level I*

Mr. Nielsen share that this will be the introduction to the imaginative and engaging family and children's experience of the renovated Rawlings Library.

#### *-Maker Space*

This area will be enhanced to provide diverse creative opportunities for patrons of all ages.

#### *-Meeting and Training Capacity*

Two new meeting rooms will be created as well as a new training room.

#### *-Barista-served Café*

Seating will be along the reflecting pool with views to the new Mobility Plaza.

#### *-Exhibit Space*

This space will be the focus of Level I, retaining and enhancing the original main entry experience and still respecting the artistic, architectural and poetic intent of the original design.

#### *-The InfoZone*

This area will be relocated adjacent to the main entry.

#### *-Rotating Exhibit*

A rotating exhibit space will take advantage of the underutilized spaces. The entry will remain where it is currently located

An operable wall will be installed and will allow the Rotating Exhibit space to expand as needed for larger exhibits or special events.

### *Level 2*

Physical collections for all ages will be consolidated in the different wings of Level 2. Other than soft delineation between fiction and non-fiction, distinct legible spaces will be provided for the various collections. Staff workspaces will be consolidated near the core.

### *Level 3*

The reconfiguration of Level 3 will leverage the NEH grant regarding historical treasures housed at the library. The upgrades will reinforce Rawlings' archival commitment and local history focus with an expanded vault area, secure research room and expanded staff area. The Hispanic Resource Center

will be located convenient to the elevators and atrium and will utilize some unused space located in the Administration area.

#### Level 4

The InfoZone will now be located on Level I allowing extra space to expand the event space to be able to accommodate up to 350 seated guests at banquet tables. There will also be an enhanced catering space that will be located in the core. A conference green room will be created to accommodate speakers, weddings, etc. and will have its own separate restroom. The terraces/balconies were crafted to take advantage of the views of the city and mountains that will add to image that this will be the pre-eminent venue in the city.

#### Next Steps

The following are the next steps that will take place.

- Schematic Design Phase this will take 3 months and will finish up in November.
- Stakeholder and library staff engagement will continue and will be used to confirm design direction make sure their needs are aligned with the direction of where the building is going.
- A Construction Manager/General Contractor will be brought on board for pricing confirmation in order to align with the budget.
- Consultant engagement will be involved to evolve design concepts to include landscape, mechanical engineer and security consultants.
- City of Pueblo and utility company engagement will be needed for proposed site modifications.
- HVAC – Heating, ventilation and air conditioning systems will be reviewed and pricing for replacement equipment, specifically the chiller and cooling tower, will be discussed.
- Procurement of the site survey needs to be completed.

#### QUESTIONS

Jon Walker – Prior to any questions, Mr. Walker shared what a pleasure it has been to work with Mr. Nielsen and the AMD team, Peter and the HBM team as well as the various staff members who assisted with the process. He thanked Board Members, Fredrik Quintana and Lyndell Gairaud who attended a number of the concept review meetings. He stated that he felt very pleased with where the project is at this point but reminded everyone that there is still a whole lot of work left to go but there has been great progress up to this date.

Doreen Martinez – Ms. Martinez asked if there were any questions or comments.

Lyndell Gairaud – Ms. Gairaud said that she did not have a question but wanted to make a comment. She shared how it has been her pleasure to attend the concept meetings and was very impressed with the concern the design team and their ability to communicate with our in-house team to address all the issues that need to be addressed. It was impressive and informative to be able to attend those meetings and she just wanted to say thank you.

Doreen Martinez – Ms. Martinez thanked Mr. Nielsen for his time and shared how excited she was about the project. She voiced how it was going to be a true experience to watch the plans come to fruition.

She stated that she would like to add to the agenda a monthly update on the project.

#### **D. Library Trustee Award for Exemplary Performance**

A draft resolution will be presented for discussion.

Doreen Martinez – Made note of the draft resolution in the Board Packet which will be presented for discussion. She turned the meeting over to Fredrik Quintana.

Fredrik Quintana – Mr. Quintana shared how excited he was about this resolution and the assistance that Jon and Sherri provided. The draft resolution was shared on the screen for board consideration. He talked about how two weeks ago he brought up the idea of acknowledging and recognizing library staff for the exemplary work they have done throughout the ongoing pandemic crisis. In the past the

Board created the Library Award for Exemplary service and he felt that during this time of crisis it would be a great use of this award to acknowledge the entirety of the PCCLD staff because they have gone above and beyond their regular job duties. No one really prepares for a pandemic, what staff has gone through and done to keep services affective and current in a complete change of modality qualifies as going above and beyond. The Library closed its doors but it continued to provide service. It was discussed if it would be possible to offer an extra day off as a thank you. Jon, Sherri and Alex crunched the numbers and Fredrik was happy to announce that the extra day off can be offered to the entire district.

Doreen Martinez – Ms. Martinez thanked everyone for their hard work. She agreed with Fredrik's comments.

Ms. Martinez requested to set this as an action item for the Regular Board meeting.

Lyndell Gairaud – Ms. Gairaud questioned, once this is approved, when can the employees start to request their day off?

Jon Walker – Mr. Walker stated it would go into effect immediately if approved at the Regular Board meeting.

The Regular Meeting adjourned at 2:47p.m. The total meeting time was 47 minutes